Graduate Students’ Association
Innovation, Development, and Entrepreneurship Award (IDEA)
Terms of Reference • 2017-2018 Academic Year

Application Intake: February 19 to March 5, 2018
Fall Intake Deadline: Monday, March 5, 2018 11:59 PM MT

Submit applications online
Applications received outside of the intake period will NOT be evaluated.
Late applications will NOT be evaluated.

This document is to be made public on the GSA’s website.
Any questions or concerns should be directed to the GSA Awards Committee Chair.

Purpose
This award aims to support and develop innovation and entrepreneurial thinking among the University of Calgary’s graduate student body by making local funds and expertise available over an 8-month consultation, guidance, and collaborative process with Innovate Calgary.

Award Values

| First Place | $10,000 |
| Second Place | $7,000 |
| Third Place | $4,000 |
| People’s Choice | $2,000 |

Eligibility

- All applicants
  - Must be or have been full- or part-time graduate students at the University of Calgary during the 2017/2018 academic year, and
  - Must not have received this award previously.
Submission Requirements

• Applications received after the intake deadline will NOT be considered.
• Incomplete applications will NOT be considered.
• Completed applications MUST be submitted online.
• Applications MUST be submitted as a single PDF file.
• Applications MUST be written and signed in English.

Criteria

Applications must meet eligibility and submission requirements as described above. All eligible applications submitted on time will be assessed using the following criteria:

• Diversity of skills and talents, and cohesiveness of team members.
• Clear understanding of the problem and relevant background knowledge.
• Efficacy of design in addressing the identified problem.
• Feasibility of the plan and ability to progress the design.
• The degree to which the proposed project fits the University of Calgary’s Research Plan.
• Overall organization of the application.
• Quality of the Three Minute Pitch.

Evaluation Procedure

Complete applications will undergo a three-stage process to select the winners:

• **Stage 1:** Applications will be evaluated by the GSA Awards Committee based on the criteria described above.
• **Stage 2:** The top ten (10) applications will be forwarded to a panel of external judges identified by the Hunter Centre for Entrepreneurship and Innovation.
• **Stage 3:** Forwarded teams will be invited to the IDEA Pitch Competition (April 2018) and are required to give a three minute pitch on their projects. The quality of the pitch will be evaluated and considered in combination with Stage 2 evaluations. The three (3) top ranked teams will receive the first to third place awards.

All teams will also compete for the People’s Choice Award based on votes from the audience in response to their Three Minute Pitch.

Innovate Calgary Program

• Each winning team is paired with a group of mentors from Innovate Calgary.
• Mentors and teams will meet five (5) times during an eight-month period between May and December for a total duration of 10-15 hours on or around the dates specified below:
  ○ Initial meeting (May 1st): Defining monthly and term milestones; and
  ○ Follow-up meetings (June 1st, July 1st, October 1st, November 1st): Following up on the progress
• Winning teams are also invited to attend two informal meet and greet meetings with the other teams and the GSA Board:
  ○ Once after the pitch ceremony (in April 2018) in order for the teams to get to know each other in a more informal and friendly setting; and
  ○ Once after the end of the program (in January 2019) in order to interview the winners on their progress and the feedback for the program.
Funds will be released in three (3) installments to the eligible team members if the progress was found to be satisfactory. The installment payout is as follows:

- May 1st – 50 percent of the award;
- September 15th – 25 percent of the award; and
- December 15th – 25 percent of the award upon successful completion of the Mentorship program.

**Conditions of the Award**

- Successful applications are required to acknowledge the GSA’s role in funding the project in public presentations and interviews as well as in published or other promotional materials.
- Successful applications will be kept on file for 2-years after the date of notification of the award. Unsuccessful applications will be kept for 8 weeks after the same date. Both will be destroyed after these respective time periods.

**Additional Regulations**

1. In the case that an application is related to the research of any of the team members, the relevant team member(s) must declare on the application form that they understand intellectual property rules and adhere to them. It is of utmost importance that all parties involved in the relevant research (e.g. supervisor and collaborators) are aware of this application.

2. For the purpose of this award, only applicants meeting the eligibility criteria may receive award funds.

3. Innovation Development and Entrepreneurial Awards (IDEA) regulations regarding award procedure, prize amounts, prize delivery mechanism, in-kind services, and criteria, are subject to change without notice.

4. The Awards Committee is committed to answer applicants’ questions regarding awards when possible. However, questions that arrive less than 48 hours before the deadline may not be answered before the deadline.

5. The GSA will not be responsible for any tax liability, legal disputes, intellectual property issues and/or conflicts incurred by the awarding of funds.

6. Teams are expected to commit to their projects for the eight-month period. Teams who are unable to meet this commitment must withdraw from the program and must contact the [VP Academic](mailto:VP_Academic@GSA.org) immediately.